

GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO. 3-3

Washington 25, D. C.

April 20, 1953

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 3, FEDERAL RECORDS

To: Heads of Federal Agencies

1. Material Transmitted

Attached are revised subsection 302.02d (changed to 302.02e) of Chapter IV; revised Exhibit 3, Appendix A; new subsections 302.02d and 302.02f of Chapter IV; and new Exhibits 7 and 8, Appendix A.

2. Nature of Revisions and Additions

Former subsection 302.02d has been changed to 302.02e and revised to exclude the Federal Records Center, St. Louis, which does not acknowledge receipt of records transferred. New subsection 302.02d provides for the use of Standard Form 135, Transmittal of Government Records, and Standard Form 134, Records Shelf List, when transferring records to a Federal Records Center. Subsection 302.02f provides for transfer of personnel records to the Federal Records Center, St. Louis.

Exhibit 3, Appendix A, is revised to indicate that GSA Region 1 has a Federal Records Center servicing the area Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island. Under GSA Records Depositories, GSA Region 1 has been deleted.

Exhibits 7 and 8, Appendix A, are the new Standard Form 135, Transmittal of Government Records, and Standard Form 134, Records Shelf List.

3. Supply of Forms

Standard Forms 134 and 135 (which replace GSA Forms 396 and 397) may be obtained on and after June 1, 1953, by submission of purchase orders to the appropriate General Services Administration regional office.

4. Page Changes

<u>Remove</u>	<u>Insert</u>
3-IV-302.01 (4-25-52)	3-IV-302.01 (4-20-53)
3-IV-302.04 (4-25-52)	3-IV-302.03 (4-20-53)
	3-IV-302.06 (4-20-53)
Exhibit 3, Appendix A GSA Reg. 3-IV-302.07 (4-25-52)	Exhibit 3, Appendix A GSA Reg. 3-IV-302.07 (4-20-53)
	Exhibit 7, Appendix A GSA Reg. 3-IV-302.02 (4-20-53)
	Exhibit 8, Appendix A GSA Reg. 3-IV-302.02 (4-20-53)

5. Effective Date

The Regulations transmitted herewith shall become effective on June 22, 1953.



RUSSELL FORBES
Acting Administrator

Attachments

SECTION 302.00 TRANSFER OF RECORDS TO FEDERAL RECORDS CENTERS

302.01 Authority. Section 505 (d) of the Federal Records Act of 1950 (44 U.S.C., Supp. V, Sec. 395(d)) authorizes the Administrator of General Services to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies. Such centers are known as Federal Records Centers.

302.02 Procedures for Transfers to Federal Records Centers. The following procedures will govern the transfer of records to Federal Records Centers:

- a. Federal Records Centers will accept for transfer any records offered by Federal agencies, subject to the following conditions:
 1. That the records are not authorized for immediate disposal; and
 2. That facilities for housing and providing reference service on the records are available.

Priority will be given to the removal of records from office space, from space convertible to office use, from leased space, and from filing equipment which can be reused.

- b. Transfers may be initiated by either oral or written request to the Deputy Regional Director, Records Management Service, in the General Services Administration region in which the records are located. Requests shall specify the nature and quantity of the records proposed for transfer.
- c. Transfers of records on an agency-wide basis may be initiated by central or headquarters offices of agencies by either oral or written request to the Records Management Division, National Archives and Records Service, National Archives Building, Washington 25, D. C. Requests shall specify the nature and quantity of the records proposed for transfer.
- d. Transfers to a Federal Records Center, other than the Center at St. Louis, Missouri, shall be accompanied by Standard Form 135, Transmittal of Government Records (Exhibit 7, Appendix A), and Standard Form 134, Records Shelf List (Exhibit 8, Appendix A), both to be submitted in duplicate (in triplicate for Standard Form 135, when submitted to General Services Administration, Region 3, Washington 25, D. C.). When feasible, records should be transferred in standard corrugated boxes used by the Centers.

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- e. Federal Records Centers, except St. Louis, will furnish agencies with a receipt acknowledging the transfer of records by returning to the transferring agency a signed copy of each standard form referred to in paragraph d. above. The returned copy of Standard Form 134, Records Shelf List, will serve as a future aid in requesting reference service, as it will be annotated with the numbers of the Federal Records Center boxes in which the records are stored. Receipts will not be furnished for official personnel folders, loose papers intended for inclusion in such folders, and other records transferred to the Federal Records Center, St. Louis.
- f. Loose papers being prepared for transfer to the Federal Records Center, St. Louis, for inclusion in official personnel folders previously sent to that Center shall be screened of temporary material and only the papers considered permanent and essential for inclusion in each individual's folder shall be forwarded. A separate copy of Standard Form 127, Request for Official Personnel Folder (Separated Employee), shall be used to transmit the papers for each individual. In preparing the copy of Standard Form 127, entries shall be completed in blocks 2, 5, and 6c, and the date of separation shall be entered in block 5 thereof.

302.03 Surveys of Records Available for Transfer. Surveys will be conducted by the regional Records Management Service of the records accumulations of field offices of those agencies not operating approved records centers for the purpose of recommending records for transfer to Federal Records Centers. Such recommendations will be submitted to the field office concerned and to the National Archives and Records Service for coordination with the appropriate agency headquarters. Surveys of records of agency headquarters normally will be made by the Records Management Division, National Archives and Records Service.

302.04 Release of Equipment. Equipment received with the transfer of records to a Federal Records Center will, when emptied and if needed, be returned, on request, to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property Regulations.

302.05 Use of Records Transferred to Federal Records Centers. Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the Federal Records Centers, subject to the provisions of section 507 (b) of the Federal Records Act of 1950 (44 U.S.C., Supp. V, sec. 397(b)). The regulations (15 F.R. 7713; Exhibit 5, Appendix A), insofar as they concern the use of records in the Federal Records Centers, apply to official use of the records by Federal agencies as well as to the public. Subject to any restrictions on their use, such records may be borrowed by Federal agencies and the Congress for official use outside the Federal Records Centers.

302.06 Disposal Clearances. No records of a Federal agency still in existence shall be disposed of by a Federal Records Center except with the concurrence of the agency concerned.

302.07 Location of Federal Records Centers. A list of regional Federal Records Centers, showing the areas served thereby, is attached as Exhibit 3, Appendix A. The Federal Records Center, St. Louis, Missouri, is the national center for civilian personnel records of former Federal employees.

302.08 Requests for Official Personnel Records of Separated Employees. Standard Form 127, Request for Official Personnel Folder (Separated Employee) (Exhibit 6, Appendix A) is specifically designed for use by all agencies in requesting transmission of personnel records of separated employees from the General Services Administration, Federal Records Center, St. Louis 3, Missouri. Use of this form insures prompt transmission of the desired folders. It should be submitted to the Center in duplicate.

FEDERAL RECORDS CENTERS

A. National

GSA
Region

Area Served

Mailing Address

Entire Federal Government
(For personnel records of
separated Federal employees.)

Federal Records Center
Records Management Service, Region 6
General Services Administration
1724 Locust Street
St. Louis 3, Missouri

B. Regional

- | | | |
|---|--|---|
| 1 | Maine, Vermont, New Hampshire,
Massachusetts, Connecticut,
and Rhode Island | General Services Administration
Post Office and Courthouse
Boston 9, Massachusetts |
| 2 | New York, Pennsylvania,
New Jersey, and Delaware | General Services Administration
250 Hudson Street
New York 13, New York |
| 3 | District of Columbia, Maryland,
West Virginia, Virginia, Puerto
Rico, and the Virgin Islands | General Services Administration
GSA Regional Office Building
Washington 25, D. C. |
| 4 | North Carolina, South Carolina,
Tennessee, Mississippi, Alabama,
Georgia, and Florida | General Services Administration
50 Whitehall Street, S. W.
Atlanta, Georgia |
| 5 | Kentucky, Illinois, Wisconsin,
Michigan, Indiana, and Ohio | General Services Administration
Room 528, Court House
219 South Clark Street
Chicago 4, Illinois |
| 7 | Texas, Louisiana, Arkansas,
and Oklahoma | General Services Administration
1114 Commerce Street
Dallas 2, Texas |
| 8 | Colorado, Wyoming, Utah, and
New Mexico | General Services Administration
Bldg. 41, Denver Federal Center
Denver, Colorado |
| 9 | California, Arizona, Nevada,
and the Territory of Hawaii | General Services Administration
49 Fourth Street
San Francisco 3, California |

GSA RECORDS DEPOSITORIES*

<u>GSA Region</u>	<u>Area Served</u>	<u>Mailing Address</u>
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration Room 1800, Federal Office Building Kansas City, Missouri
10	Washington, Oregon, Idaho, Montana, and the Territory of Alaska	General Services Administration 909 First Avenue Seattle, Washington

* Transfers limited at present to types of records specified in GSA Circular No. 9, as amended.

Exhibit 7, Appendix A
GSA Reg. 3-IV-302.02
(4-20-53)

STANDARD FORM 195
APRIL 1953
PRESCRIBED BY GENERAL
SERVICES ADMINISTRATION
REG. 3-IV-302

TRANSMITTAL OF GOVERNMENT RECORDS

DO NOT USE THIS BOX

ACCESSION NO.

RECORD GROUP NO.

INSTRUCTIONS.— Submit this form to your area GSA regional office. When submitting to GSA region 3 office, Washington, D.C., submit an original and two copies. When submitting to other GSA regional offices, submit an original and one copy only.

1. FROM (Name and address of agency transferring the records)

2. AGENCY WHICH CREATED RECORDS (If different than transferring agency)

3. AGENCY OFFICIAL AUTHORIZING TRANSFER (Signature) TITLE

DATE

4. CUSTODIAN OF RECORDS IN TRANSFERRING AGENCY (Name, address, and telephone number)

5. DESCRIPTION OF RECORDS (With inclusive dates. Use reverse if additional space is required)

6. RESTRICTIONS ON USE OF RECORDS (If no restrictions, write "none")

7. ARE THESE RECORDS COVERED BY AN AUTHORIZED DISPOSAL SCHEDULE?

☐ YES (If "yes," identify schedule)
☐ NO

8. CUBIC FEET OF RECORDS TRANSFERRED

9. CUBIC FEET OF RECORDS DISPOSED OF IN AGENCY

10. SQUARE FEET OF SPACE RELEASED

Office

Storage

LOCATION

11. FILING EQUIPMENT (Enter, where applicable, quantity of each type):

	FILING CABINETS		TRANSFER CASES		OTHER (Specify)
	STEEL	WOOD	STEEL	WOOD	
EMPTIED AND RETAINED AT AGENCY					
RECORDS SHIPPED IN					
TO BE RETURNED					

CUBIC FEET OF SHELVING EMPTIED AT AGENCY

DO NOT WRITE BELOW THIS LINE

THE ABOVE DESCRIBED RECORDS WERE RECEIVED
SHORTAGES, DAMAGED CONTAINERS, ETC.

, 19

SIGNATURE

Approved For Release 2001/08/10 : CIA-RDP78-04718A002700210020-9

RECORDS SHELF LIST

ADDRESS OF AGENCY

TOTAL NO. OF CONTAINERS	1
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DATE	
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AGENCY CONTAINER NO.	FRC CONTAINER NO.	DESCRIPTION AND DATE

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